



**DEFENSE INFORMATION SYSTEMS  
AGENCY  
JOINT INTEROPERABILITY AND ENGINEERING  
ORGANIZATION**

**CHARTER**

**FOR THE**

**MESSAGE TEXT FORMATTING  
STANDARDS MANAGEMENT COMMITTEE/  
CONFIGURATION CONTROL BOARD**

**USMTF SMC/CCB**

**MARCH 1995**

**USMTF STANDARDS MANAGEMENT COMMITTEE/CONFIGURATION CONTROL  
BOARD (USMTF SMC/CCB) CHARTER**

**1. REFERENCES**

**a.** ASD(C3I) Memorandum for the Director, Defense Information Systems Agency, "Executive Agent for DOD Information Standards," 3 September 1991.

**b.** JIEO Plan 3200, *DOD Information Technology Standards Management Plan*, November 1993.

**c.** DODD 5105.19, *Defense Information Systems Agency (DISA)*, 25 June 1991.

**d.** DOD4120.3-M, *Defense Standardization Program (DSP) Policies and Procedures*, July 1993.

**e.** MCEB Pub 1, *Military Communications - Electronics Board Organization, Mission and Functions Manual*, 6 June 1994

**2. PURPOSE**

In accordance with the references, this charter establishes the United States Message Text Format Standards Management Committee/Configuration Control Board (USMTF SMC/CCB) as a subcommittee of the Standards Coordinating Committee (SCC) with the scope, mission, organization, functions, responsibilities, and procedures outlined below.

**3. SCOPE**

The USMTF SMC/CCB oversees all DOD message text formatting standards activities. The scope of its responsibilities encompass all character-oriented message text formats in support of joint and combined operations. This includes all message preparation and reporting systems that use keyword formatting. These responsibilities include the identification of standards related testing issues, implementation decisions, configuration management, and allied coordination harmonization efforts.

**4. MISSION**

The mission of the USMTF SMC/CCB is to satisfy the information exchange requirements of the operating forces through the USMTF Program. Additionally, it will support the DISA in its duties as the Executive Agent (EA) for Information Technology (IT) Standards. This mission will be accomplished in coordination with the Defense Standardization Program (DSP) and the responsible DSP

standardization areas of Information Standards and Technology (INST), Information Processing Standards for Computers (IPSC), Data Communications Protocol Standards (DCPS), and Telecommunications Systems Standards (TCSS). Specific duties are:

**a.** Lead, manage, integrate, and coordinate DoD efforts to develop and implement message text formats in DoD information systems.

**b.** Develop, establish, implement, and promulgate new and existing message text format standards to ensure compatibility and interoperability among DoD information systems, and to the extent authorized, with non-DoD information systems.

## **5. ORGANIZATION**

**a.** Chairman. DISA, Joint Interoperability and Engineering Organization (JIEO) Center for Standards (CFS) as Lead Standardization Agency (LSA) will provide the chairman of the USMTF SMC/CCB.

**b.** Secretariat. The JIEO CFS will provide the secretariat to perform the USMTF SMC/CCB administrative tasks as directed by the chairman.

**c.** Members. The USMTF SMC/CCB will consist of DOD Combatant Commands, Service, and Agency (C/S/A) representatives having C4I interests and significant involvement in the development, maintenance, and use of message text formats. Each Service and Defense Agency represented on the SMC/CCB shall have a single vote on matters discussed. Additionally, the Combatant Commands will be represented by a single voting member representing their consolidated position. Voting members represent the C/S/As listed in the attachment and must be designated in writing. The Joint Staff is responsible for providing overall program guidance and its non-voting representative will ensure that the SMC/CCB addresses the messaging requirements of the Joint Staff and Joint Interoperability. The Information Technology Standards Organization provides a non-voting (except in the case of a tie) member who supports the Defense Information Systems Agency which is the USMTF program Executive Agent. At the discretion of the primary SMC/CCB members, representatives of other C/S/A may attend scheduled meetings to present positions and issues of interest to the SMC/CCB or pertaining to ICPs (Interface Change Proposals) or issues before the SMC/CCB. Membership on the SMC/CCB may be revised by a majority of the members and concurrence of the Chairman.

**d.** Observers. Other U.S. government organizations with an interest in message text format activities may attend SMC/CCB meetings as observers. Contractors may attend SMC/CCB meetings at the invitation of a member or in support of any observer.

## **6. FUNCTIONS AND RESPONSIBILITIES**

In addition to the functions contained in Appendix E of JIEO Plan 3200 (reference 1b), the USMTF SMC/CCB will :

**a.** Coordinate and integrate all message text formatting activities in developing, adopting, specifying, certifying, and enforcing message text formatting standards as part of the DOD IT Standards program.

**b.** Serve as the primary coordination point for message text formatting standards activities conducted within the INST area of the DSP standardization areas.

**c.** Satisfy message text formatting requirements either within the USMTF SMC/CCB or by sponsoring DOD representatives to external IT Standards forums.

**d.** Charter working groups to address specific message text formatting issues and activities.

**e.** Solicit, recommend, and endorse nominations of DOD representatives to external IT Standards forums addressing character oriented messages.

**f.** Sponsor and provide support, including development of guidance packages, for DOD representatives to DOD and non-DOD IT Standards forums addressing character oriented messages.

**g.** Serve as the Configuration Control Board (CCB) for the Configuration Management (CM) of message text formatting standards adopted by DOD.

**h.** Forward for resolution issues related to the message text format program, for which the members cannot reach consensus or for which a member declares as substantive, to the SCC for standards-related issues, or to the Data Systems Interoperability Panel (DP) for operational issues.

**i.** Develop and approve the detailed procedures by which the SMC/CCB will function and conduct business.

## **7. PROCEDURES**

**a. Meeting.** The SMC/CCB will meet as needed. The Chairman will prepare and distribute the agenda for each meeting, listing the ICPs and other issues to be addressed. Meeting minutes will be prepared by the secretary, signed by the Chairman, and distributed to all members and observers.

**b. Voting.** Approval of and decisions on items of business will be by consensus which is reached when a majority of the primary members voting agree. Unresolved and substantive issues will be forwarded by the Chairman with a description of the background and a recommendation on how to resolve the issue and whether a special SCC/DP Panel needs to be convened to address the issue.

**c. Issues.** Issues may be raised by any member, and if requested, added to the agenda for the next USMTF SMC/CCB meeting.

**d. Spokesman.** The USMTF SMC/CCB member identified in paragraph 5c will be the single meeting spokesman for the C/S/A represented.

**e. Charter Review.** The members will review this charter every two years and will, by consensus, recommend any changes to the SCC for approval.

**f. Implementation.** The decisions made by the SMC/CCB are binding upon the members and the organizations that they represent.

Approved:

JAMES L. WILLIAMS  
Colonel, USA  
Chairman, Standards  
Coordinating Committee

DISTRIBUTION:  
USMTF SMC/CCB Members  
SCC Members

## **ATTACHMENT 1**

Deputy Commander, Information Technology Standards	Chair(Nonvoting)
Chief of Staff, U.S. Army	Primary Member
Chief of Staff, U.S. Air Force	Primary Member
Chief of Naval Operations	Primary Member
Commandant of the Marine Corps	Primary Member
Commander in Chief, U.S. Atlantic Command (for the Combatant Commands)	Primary Member
Director, Defense Intelligence Agency	Primary Member
Director, National Security Agency	Primary Member
Joint Staff, J-6	Nonvoting Member